



**U.S. Department of Agriculture
Rural Development**

FEDERAL CAREER INTERN PROGRAM OPPORTUNITY

USDA-Rural Development is currently hiring for the following Federal Career Intern Position

Announcement Number: FCIP-STL-ACCT-01

Position Title: Accountant – More than one position may be filled

Series and Grade Level: GS-510-7

Salary Range: \$38,117 - \$49,553

Full Performance Grade Level: GS-12 (Currently \$67,613)

Opening Date: December 11, 2009

Closing Date: January 11, 2010

Position Location: Rural Development, Office of the Deputy Chief Financial Officer, Fiscal and Accounting Division, Fiscal Control Branch, St. Louis, Missouri.

Relocation expenses will not be authorized.

Equal Employment Opportunity

Qualified applicants will be considered for appointment without regard to race, color, age, national origin, gender, religion, disability, political beliefs, sexual orientation, and marital or family status.

ACCOUNTANT (Federal Career Intern Program)

Rural Development Profile

Rural Development (RD) is the U. S. Department of Agriculture's (USDA) agency that is committed to helping improve the economy and quality of life in all of rural America. Through our programs, we touch rural America in many ways. Rural Development Mission Area includes Housing and Community Facilities Programs, Business and Cooperative Programs, Utilities Programs, Operations and Management, and a widely dispersed field office structure of 47 State Offices.

Rural Development is seeking bright and motivated individuals who are interested in performing a variety of accounting assignments, which supports the mission and vision of the Department of Agriculture.

What is the Career Intern Program

The Career Intern Program is designed to attract college graduates and experienced professionals interested in a career with the Federal Government. Individuals are appointed to a two-year paid internship program which provides training, development, and valuable full-time on-the-job work experience. After successful completion of the program, interns may be eligible for conversion to a permanent position without further competition.

Position Information

The Federal Career Intern Program Accountant position is an entry-level career developmental position at the GS-7 level. The position will be exposed to the wide variety of accounting functions, processes, and procedures associated with loans/loan programs administered by Rural Development. This entry level accounting position will serve as a team member responsible for performing less complex professional accounting assignments, and will provide support in Rural Development's implementation of the USDA Federal Management Modernization Initiative.

Intern will participate in a 2-year formal training and development program designed to provide him/her with important competencies in order to progress to more responsible activities during the duration of the program. Intern will be promoted to higher grade level when administrative and qualification requirements have been met, but not beyond the established promotion potential of the position. Upon successful completion of the program, intern may be converted to career-conditional or career appointment, as appropriate. An intern who does not perform successfully or progress sufficiently during the program may be separated at any time.

Knowledge Required for the Position

GS-7 Level: Basic knowledge of conventional and generally accepted accounting procedures, practices, concepts, standards, theories, general principles, and accounting systems design is required sufficient for the incumbent to perform various and increasingly challenging, developmental, and professional accounting work assignments.

Educational Requirements

You must have successfully completed a full 4-year course of study with a major in accounting or a related field, such as business administration, finance, or public administration that included 24 semester hours in accounting. The 24 semester hours may include up to 6 hours of credit in business law. A combination of education and experience may be creditable for the GS-7 FCIP Accounting position. If you are applying using a combination of education and experience, you must have at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education and training that provided professional accounting knowledge. Your background must also include one of the following:

- 1) Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
- 2) A certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
- 3) Completion of the requirements for a degree that included substantial course work in accounting or auditing, provided that (a) you have successfully worked at the full performance level in accounting, auditing, or a related field; (b) a panel of at least two higher level professional accountants or auditors have determined that you have demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, your education, training, and experience fully meet the specified requirements for the position.

Other Crediting Experience

Credit will be given for unpaid and directly related experience or volunteer work, such as community, cultural, social service, and professional association activities on the same basis as for paid experience, as well as leadership activities and awards. To receive proper credit, you must provide information related to duties performed, the number of hours per week that was spent in such activities, leadership examples, and awards received.

Key Highlights of the Administrative Career Intern Program

- Full-time, 2-year Excepted Service Appointment, under the authority of the U.S. Office of Personnel Management;
- Core Career Development Training;
- Rotational assignments to gain on-the-job experience;
- A mentor to assist in career development and growth;
- Intern may be promoted while in training and learning;
- Upon completion of the 2-year internship period, the incumbent may be non-competitively converted to a career or career-conditional appointment;
- Eligible for full benefits.

General Eligibility

- U.S. Citizenship Required;
- Bachelor's or Graduate Degree from an accredited college or university, and with an overall college GPA of 3.0 or better, if applying based on education; or
- Possess exceptional work experience in combination with education;
- Applicants who will complete all of their degree requirements within six months may also apply, but may not enter on duty until successful completion of all required study;
- Diverse professional experiences, training, and competencies;
- Demonstrate leadership potential and community service.

Suitability and Clearance Requirements: A security background investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a security background investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for non-appointment or termination.

HOW TO APPLY REQUIREMENTS

- Letter of Interest;
- Optional Application for Federal Employment (OF-612) – Can be found online at http://www.opm.gov/forms/pdf_fill/of612.pdf. Your application must include work experience, training, education, volunteer work, and awards, if any;
- Resume, which includes your e-mail address and contact phone number;
- An unofficial university transcript will be accepted during the application review process; however, **an official university transcript must be submitted prior to appointment**;
- USDA Career Intern Program Application Form: Can be found online at: <http://usda.gov/da/employ/CareerInternApplication.htm> or at <http://www.usda.gov/da/employ/CareerInternApplication.pdf>;
- For applicants claiming Veterans' Preference: Form DD-214 or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs (VA). Eligibles claiming 10-point-point preference must also submit an Application for 10-Point Veteran Preference, SF-15, along with the required documentation listed on the back of the form. (For more information of Veterans' programs, please see the VetsInfo Guide).

DEADLINE FOR APPLICATION: To apply for this opportunity, all of the above application materials must be received by **Monday, January 11, 2010 at 11:59 p.m.**

The complete application package should be submitted by mail, via e-mail or fax to:

Bernadette Miller
USDA-Rural Development
Federal Career Intern Program Coordinator
1400 Independence Avenue, S. W.
Mail Stop 0730
Washington, D. C. 20250-0730
(202) 692-0295 – Fax
Or by e-mail: Bernadette.Miller@wdc.usda.gov

NOTE: If appointed, Universities can submit official transcripts to the above mailing address.

USDA provides reasonable accommodations to applicants with disabilities. USDA is an Equal Opportunity Employer.
